



# NEWMAN CATHOLIC COLLEGE

## J O B   D E S C R I P T I O N

### TEACHER OF ENGLISH

**MISSION STATEMENT:** *Everyone contributes, everyone counts, everyone succeeds*

**Purpose of post:**

To work as a member of the English department seeking to improve examination results through effective curriculum delivery in this area.

**Key Tasks:**

As a member of the English department, the teacher will:

**1. ensure improved examination results by:**

- a) teaching English throughout KS3 and KS4.
- c) providing a formative assessment of pupil progress at all stages;
- d) recording pupil progress clearly both in the Pupil Booklet and in the Teacher's Record Book:
- e) setting, marking and recording homework according to the Homework Timetable.
- f) attending regular department meetings as required;
- g) attending in-service courses;
- h) being available to cover for absent colleagues and set work where appropriate;
- i) maintain exciting and stimulating displays for English and help mount exhibitions within the teaching area and around the school;
- j) working under the direction of the Curriculum Leader in English.

**2. Provide an environment conducive to learning by:**

- a) insisting upon proper standards of discipline and safety in the classrooms;
- b) ensuring that the teaching area has excellent attractive and up-to-date displays; is graffiti and litter free; and is orderly both in appearance and conduct of pupils;

**3. Set an example of excellence, thereby, providing a role model of excellence for the pupils by:**

- a) being punctual to lessons at all times and ensuring pupil punctuality to class;
- b) insisting upon good manners, courtesy, kindness, self-control and safe behaviour from the pupils at all times.
- c) maintaining materials, and equipment in the designated teaching area;
- d) observing all rules on Health & Safety.

**As a member of staff in the school the post holder will contribute to the whole life of the school by:**

- a) attending all necessary meetings, including Parents' Evenings and appropriate Working Party meetings;
- b) supporting the aims and ethos of this Catholic school;
- c) supporting the school's race and gender policies;
- d) being a member of one of the pastoral year teams;
- f) fulfilling the Terms and Conditions of Service, as laid down in the 1986 Education Act.